



**Cass-Clay Unified School Response**  
**Emergency Response Flipchart > Bus Edition**  
*Revised: Summer 2017*

This flipchart provides transportation staff with the current, best practices for responding to various incidents that may occur while on route. It is important to note that these are recommendations from CCUSR. Each district may have additional and/or stricter requirements than what is included herein. Further, staff can and should use their professional judgment to protect themselves and the students in their care.

<https://www.casscountynd.gov/our-county/sheriff/cass-clay-unified-school-response>



Emergency Contact Information

- Fire, Police, Ambulance > 911
- Transportation Dispatch > \_\_\_\_\_
- Transportation Director > \_\_\_\_\_

*Drivers, please note: Non-emergency calls should not be made while driving. Before calling any of the numbers below, pull over to a safe location, stop and secure your bus.*

- Cass County Sheriff's Office > 701-241-5800
- Clay County Sheriff's Office > 218-299-5151
- Police Department > \_\_\_\_\_
- Fire Department > \_\_\_\_\_

School Buildings Served:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Other:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If radio and cellular communications are down, the back-up communication plan for my district's Transportation Department is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Keep in mind that the safest place for students is normally going to be ON the bus. Use your professional judgment to determine when that may not be the case. In several incident responses that follow, it is advised that you consider the evacuation of your bus.

Whenever a bus is evacuated, the driver should be the last one off, after checking the entire bus for students.

### Evacuation

- 1) Prepare buses for transport.
- 2) Wait at the Transportation Facility or other designated staging area for further instructions.

### Lockdown

- 1) If enroute to a school currently in lock down, park in a safe location away from the school.
- 2) Notify Transportation Dispatch of your location and status.
- 3) Wait for further instructions.

### Reunification

- 1) Follow all instructions provided by Transportation Dispatch.

### Shelter-in-Place

- 1) If enroute to a school that is currently sheltering-in-place, park in a safe location away from the school.
- 2) Notify Transportation Dispatch of your location and status.
- 3) Wait for further instructions.

## **Accident**

- 1) Call 911, regardless of the severity of the accident.
- 2) Notify Transportation Dispatch:
  - a. Provide bus number, location and nature of accident or breakdown.
- 3) Secure the scene to prevent further injury or damage.
  - a. Activate the emergency flashers, shut off the ignition and set out caution triangles.
  - b. Do not move the bus until told to do so by law enforcement or the Transportation Director.
- 4) Assess students for medical needs.
- 5) If the accident involves another vehicle, check on the other motorist's wellbeing, when safe to do so.
- 6) Identify and list all students on the bus, with seating position if possible, and complete an accident report. Keep all students safe and accounted for.
- 7) Do not release students from the scene (for reasons other than medical attention) until authorized to do so by the Transportation Director or designee.
- 8) If safe and deemed necessary (fire, danger of fire, or the bus is in a dangerous position), evacuate the bus. Direct students to get at least 100 feet away.
- 9) If a replacement bus and driver are dispatched, assist in the transfer of students to the replacement bus once directed to do so by the Transportation Director or designee.
- 10) Wait for further instructions.
- 11) Upon return to the Transportation Facility, follow through with district protocol (paperwork, statements, etc.)

### **Breakdown / Ditch**

- 1) Notify Transportation Dispatch:
  - a. Provide bus number, location and nature of accident or breakdown.
- 2) Secure the scene to prevent further injury or damage.
  - a. Activate the emergency flashers, shut off the ignition and set out caution triangles.
  - b. Do not move the bus until told to do so by law enforcement or the Transportation Director.
- 3) Assess students for medical needs.
- 4) Identify and list all students on the bus, with seating position if possible. Keep all students safe and accounted for.
- 5) Do not release students from the scene (for reasons other than medical attention) until authorized to do so by the Transportation Director or designee.
- 6) If safe and deemed necessary (fire, danger of fire, or the bus is in a dangerous position), evacuate the bus. Direct students to get at least 100 feet away.
- 7) If a replacement bus and driver are dispatched, assist in the transfer of students to the replacement bus once directed to do so by the Transportation Director or designee.
- 8) Wait for further instructions.
- 9) Upon return to the Transportation Facility, follow through with district protocol (paperwork, statements, etc.)

## Fighting

- 1) Stop the bus in a safe location.
- 2) Verbally attempt to stop the fight; physically intervene when reasonable and necessary.
- 3) Keep all other students as far from the fight as possible, while keeping them on the bus.
- 4) If reasonable and necessary, call 911:
  - a. Provide location of stopped bus, description of any weapons and description of any injuries.
- 5) Notify Transportation Dispatch:
  - a. Provide bus number, location and nature of incident.
- 6) Wait for further instructions and/or the arrival of law enforcement.
  - a. If 911 was called, do NOT leave the scene until directed to do so by law enforcement.
- 7) Upon return to the Transportation Facility, follow through with district protocol (paperwork, statements, etc.)

## Fire

- 1) Evacuate the bus – get at least 100 feet away, or as far as possible, upwind.
- 2) Call 911:
  - a. Provide location and nature of incident.
- 3) Notify Transportation Dispatch:
  - a. Provide bus number, location and nature of incident.
- 4) Identify and list all students on the bus, with seating position if possible. Keep all students safe and accounted for. Relay information about any missing or injured students to the responding agency.
- 5) Wait for further instructions. Do not reenter the bus until cleared by the Fire Department.
- 6) If a replacement bus and driver are dispatched, assist in the transfer of students to the replacement bus once directed to do so by the Transportation Director or designee.
- 7) Upon return to the Transportation Facility, follow through with district protocol (paperwork, statements, etc.)

### Observation of Weapon (no immediate threat)

- 1) Call 911:
  - a. Provide location, direction of travel and details about the weapon observed.
- 2) Notify Transportation Dispatch:
  - a. Provide bus number, location, direction of travel and details about the weapon observed.
- 3) AM Routes >
  - a. Do not make additional stops.
  - b. Do not go to the school.
  - c. Proceed to the nearest safe location to stop your bus.
  - d. Coordinate with law enforcement on next steps.
- 4) PM Routes >
  - a. Continue making stops
  - b. Coordinate with law enforcement on next steps.
- 5) Upon return to the Transportation Facility, follow through with district protocol (paperwork, statements, etc.)

### Stuck on Track

- 1) Evacuate the bus – get at least 100 feet away, or as far as possible, standing at a 45 degree angle toward the train's approaching direction. Do NOT cross the tracks.
- 2) Call 911:
  - a. Provide location (including crossing reference code) and nature of incident.
- 3) Notify Transportation Dispatch:
  - a. Provide bus number, location and nature of incident.
- 4) Identify and list all students on the bus, with seating position if possible. Keep all students safe and accounted for.
- 5) Wait for further instructions.
- 6) If a replacement bus and driver are dispatched, assist in the transfer of students to the replacement bus once directed to do so by the Transportation Director or designee.
- 7) Upon return to the Transportation Facility, follow through with district protocol (paperwork, statements, etc.)

## Threat with a weapon

- 1) When in a safe location, stop the bus.
- 2) Evacuate at least 100 feet away, if possible.
- 3) Call 911:
  - a. Provide location, direction of travel and details about the weapon observed.
- 4) If reasonable and necessary, intervene.
- 5) Notify Transportation Dispatch:
  - a. Provide bus number, location, direction of travel and details about the weapon observed.
- 6) Identify and list all students on the bus, with seating position if possible. Keep all students safe and accounted for.
- 7) Wait for further instructions.
- 8) Upon return to the Transportation Facility, follow through with district protocol (paperwork, statements, etc.)



### **Break-In at Transportation Facility**

- 1) Be extremely vigilant/intense in your pre-trip inspection.
- 2) Follow all instructions from law enforcement and/or the Transportation Director.

### **Dangerous/Suspicious Persons or Activity at Bus Stop**

- 1) Do not make the stop.
- 2) Do not discharge any students.
- 3) Leave the area if possible.
- 4) Notify Transportation Dispatch:
  - a. Provide bus number, stop location and description of person, if possible.
- 5) Continue driving.
- 6) Do not, under any circumstances, allow an unauthorized individual to enter the bus.
- 7) Wait for further instructions.

### **Dangerous/Suspicious Persons following Route**

- 1) AM ROUTES > Continue making stops.
- 2) PM ROUTES > Do not make any additional stops.
- 3) Notify Transportation Dispatch:
  - a. Provide bus number, location, direction of travel and a description of the car and driver, if possible.
- 4) Continue driving.
- 5) Do not, under any circumstances, allow an unauthorized individual to enter the bus.
- 6) Wait for further instructions.

### **Driver Medical Issue**

- 1) Stop the bus in a safe place and open the door.
- 2) Call 911:
  - a. Provide location and nature of medical issue; request an ambulance.
- 3) Notify Transportation Dispatch:
  - a. Provide bus number, location, direction of travel and details about the medical issue.

### **Parent/Guardian Not Present at Stop When Required**

- 1) Notify Transportation Dispatch.
- 2) Continue on route and attempt to stop again once other students are dropped.
- 3) If the parent/guardian is still not present:
  - a. Notify Transportation Dispatch and wait for further instructions.

### **Stop Arm Violation**

- 1) Notify Transportation Dispatch:
  - a. Provide license plate number and issuing state, vehicle description, location and direction of travel, and description of driver if possible.
- 2) Upon return to the Transportation Facility, follow through with law enforcement and district protocol (paperwork, statements, etc.).

### **Student Medical Issue**

- 1) Stop the bus in a safe place and secure it.
- 2) Call 911:
  - a. Provide location and nature of medical issue; request an ambulance.
- 3) Notify Transportation Dispatch:
  - a. Provide bus number, location, direction of travel and details about the medical issue.
- 4) Render aid.
- 5) Maintain control of all other students on the bus.

### **Tornado while on Route**

- 1) Get as far from the path of the tornado as possible.
- 2) Seek shelter (school, other "hard shelter," remain on the bus)
- 3) Instruct all students to take cover.

### **Community Emergency**

- 1) Follow all instructions provided by Transportation.

### **Lost Student**

- 1) To prevent leaving students on parked buses, drivers must inspect their buses at the end of each run when possible, and always at the end of each shift. Drivers may be asked to recheck their bus once alerted of a missing student.
- 2) When requested by the Transportation Director, check with other students on the bus to see if anyone knows the whereabouts of the missing student.

### **Neighborhood Police Action**

- 1) If the bus stop is unreachable due to neighborhood police action, take direction from law enforcement on scene when possible.
- 2) Notify Transportation Dispatch.
- 3) Wait for further instructions.